

**Department of Curricular & Instructional Studies  
College of Education  
The University of Akron**

**Graduate Faculty Guidelines**

Quality is the primary factor in awarding membership on the graduate faculty. Those closest to the discipline are in the best position to provide a qualitative assessment of a candidate's research, scholarly and /or creative accomplishments. The role of the Curricular and Instructional Studies Graduate Faculty, the Department Chair, and the College of Education Dean in evaluating the candidate's credentials for graduate membership is to provide quality assessment.

The Department of Curricular and Instructional Studies Graduate Faculty Guidelines include all criteria identified by the Graduate School of Education for both Category I and Category II appointments. The Department of Curricular and Instructional Studies has included several clarifying statements and added criteria for teaching and service as outlined in the standards below.

Candidates must submit reprints or copies of all materials being considered. In the case of journal articles, evidence of the referring process must be provided, if applicable. All these materials must be included at the time of application. Only items in print will be considered.

**Scholarship of Teaching**

The Scholarship of Teaching is grounded in the work of Boyer and the Carnegie Academy.

The four areas identified by Boyer are:

1. Pedagogy of Discovery – which would include but not be limited to textbooks that employ new methodologies in teaching (curriculum development of new courses, cross-discipline teaching, incorporation of new knowledge)
2. Integration – which includes multi- or interdisciplinary research or research that integrates across teaching and learning such as the development of a measure of student learning or integrative software, etc.
3. Discovery – which includes traditional forms of research that lead to the discovery of new ideas/perspectives, etc., such as qualitative or quantitative research or practitioner (field-based) research that gets published in journals,
4. Application – including non-academic application of pedagogical knowledge, such as disseminating information to community agencies through presentations or ongoing relationships, collaborative grants, etc.

## Criteria

To better serve our students, colleagues, and community the focus is on the instructor who must engage in the study, discussion, and production of relevant research and good practice literature designed to promote scholarly teaching and to improve the quality of instruction to our students. Activities to accomplish this systematic examination of aspects of teaching and learning may include venues for discussion of issues teaching and learning (e.g. brown bag lunches, faculty mentoring, projects, graduate teaching, and assistant training programs).

Publication of work derived from the scholarship of teaching and learning shall be recognized in criteria for graduate faculty membership as described in the above statements and allowed by the Graduate Council by-laws.

Evidence: Photocopies of the published work, letters of peer reviewed articles in press, books, book contracts, and letters of acceptance for books or monographs. Documentation of nominations or recognition received for research events. Evidence of scholarship of teaching and learning publications, including peer reviewed electronic publications.

**Category One** candidates must meet the following guidelines/criteria:

1. Candidates must possess a doctorate in an appropriate field.
2. One refereed publication in the faculty member's field may include one of the following:
  - A. Author or co-author of a refereed journal article, no distinction will be made among journals;
  - B. Author or co-author of a book or chapter in a book that is published by a commercial publisher, university press, or professional organization;
  - C. Primary developer/ author of instructional materials, including electronic and other multimedia, in the field that is officially published by a commercial publisher, university press, or professional organization.
3. Evidence of other scholarly activity
  - A. Presentation(s) at state, regional, national, or international professional meetings
  - B. Member of an accreditation team
  - C. Officer of a state, regional, national, or international professional organization or of related task force, commission, or committee.

The following shall be the minimum criteria for being nominated and recommended for **Category II:**

1. Four refereed publications or the equivalent
  - A. A minimum of two of these publications must be referred journal articles (including web-based), or scholarly chapters where the applicant is identified as the author or co-author.
  - B. Other two acceptable scholarly works can be:
    - 1). Published refereed proceedings of state, regional, national, or international Professional conferences.
    - 2). External research grants in which the applicant is the primary or co-primary investigator
2. One scholarly book (including textbooks) containing substantial original material by the author may be substituted for two refereed publications specified in #1 above.

Reappointment to graduate faculty will depend upon demonstrating the above within the previous five-year appointment period.

In addition to the above criteria, the Department of Curricular and Instructional Studies requires the following minimum standards for both Category I and Category II appointments:

- Teaching: Evidence of consistent quality teaching performance and teaching evaluations during the previous appointment period.
- Service: Evidence of active service to the education profession at the local, state, and national levels during the previous appointment period. Examples include work with school districts, involvement with local, state, regional, and national professional organizations, and involvement in community activities, which support education.

### **New hires requesting Graduate Faculty Status – Level II**

New hires past the one-year terminal degree (Ph.D. or Ed.D.) will be granted Category II status for a five-year period according to the following scale:

- |           |                         |
|-----------|-------------------------|
| 0-1 years | 0 refereed publications |
| 1-2 years | 1 refereed publications |
| 2-3 years | 2 refereed publications |
| 3-4 years | 3 refereed publications |

Note: A refereed publication

- Reviewed by peers prior to acceptance and publication;
- May be reviewed by an editorial board but cannot be reviewed only by an editor
- Form can be journal article (paper or web publication), book, book chapter, proceedings, if evidence of peer review process directly related to material submitted and is included with copy of publication.

**Ad Hoc Temporary (Category I only)**

Terminal Degree: Ph.D. or Ed.D. At the discretion of the department graduate committee and the Department Head, a temporary appointment may be considered for an applicant with an M.A. /M.S. degree if the person has the appropriate professional experience.

Procedures:

1. The applicant completes a Graduate Faculty Membership application and submits this along with current vita to the department chair. The applicant may submit reprints, letters of acceptance, or other documentation in support of the request.
2. The department chair and a faculty member holding Graduate Faculty Status Level II (e.g., the assistant chair or another faculty member selected by the department head) will independently review each application. The department chair shall use feedback from the selected faculty member and will approve the request for Graduate Faculty Membership level or may request additional documentation. If the candidate is applying for Graduate Faculty Status Level II but does not meet the criteria, the department chair may consider recommendation of level I, if the candidate meets criteria for level I.
3. The department chair makes his/her recommendation and forwards the application to the Dean of the College for approval. The College Dean will forward the application to the Graduate Dean.